

14 May 2019

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 23 APRIL 2019**

The Board of Trustees convened at 1900 hrs. **In attendance:** Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Lewis, Boothbay (Treasurer); Trustee Climo, Southport (Clerk); Trustee Tibbetts, Boothbay Harbor; Trustee Anthony, Boothbay; Trustee Tharpe, At-Large; Jonathan Ziegler, Manager. **Guest:** Ms. Susan Mello, Natural Resources Program Manager; Mike Hills, Customer Service Representative; Mr. Bill Pearson, Boothbay Register **Absent:** None.

1. The board approved the minutes for 9 April 2019 with revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 9 April 2019 & 16 April 2019.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for the period of 8 April 2019 through 19 April 2019.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
4. **LOGAN ROAD WATER MAIN REPLACEMENT PROJECT** – Chairman Pinkham opened the only quote submitted to the district by *E. M. Wood Construction* for support services to the district during the **Logan Road Water Main Replacement Project** which totaled \$156,250.00. Chairman Pinkham announced that *E. M. Wood Construction* was the apparent low bidder and instructed the manager to have the bid reviewed by *Dirigo Engineering* for completeness and a reality check. The award date would be set after a thorough review was completed by *Dirigo Engineering*.
5. **ADMINISTRATION-** The manager presented the board Table – *Boothbay Region Water District Cash Account Status Report as of 23 April 2019*, Table 2 – *Boothbay Region Water District Profit and Loss Budget Performance as of 31 March 2019* & Table 3 - *BRWD Equity and Capital Improvement Performance as of 31 March 2019*.
 - a. **Transactions and Other Significant Events** - On 17 April 2019 the manager reported that he had paid off the remaining \$205,629.10, which included all accumulated interest, in short-term debt with *The First*. Since the previous report the district had added two (2) new seasonal customers with 8 applications for service received (half year-round, half seasonal) and pending.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 23 April 2019	
Account	Balance
Business Checking	\$ 51,092.07
Deposit Sweep Account	\$ 223,537.81
Liquidity Total	\$ 274,629.88
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 32.11
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,413.96
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 17,662.08
TOTAL CASH RESERVES	\$ 292,291.96

6. **NATURAL RESOURCES PROGRAM** – The following was presented, in writing, to the board by the NRPM:

1) Timber harvest - The District has signed a contract with Mike Morse to assist us with the FS. The goal is to have timber harvest standards for the public water supply watershed while allowing the rest of Boothbay shoreland zone to be managed by the Forest Service.

2) Land acquisition - information outlined in last report still relevant. Farrin counter offer is on the table. Still working on Sherman and Clifford. Van Orsdell auction is next Monday. We met with Jonathan Tindal last week and he is willing to help us with negotiations with Sherman and maybe Clifford. We are looking into options for setting up a separate account for raising funds for land acquisition.

3) 319 grant work. We have contracted with Dirigo Engineering to develop road/stormwater management plans for Pine Woods Road. Town of Boothbay will do the work or will contract it out.

4) The Town has submitted the first stage application for a small community grant for septic upgrades. Stan Peterson, who has an old holding tank about 30' from Knickerbocker Lake shoreline, was included in the application.

5) Growing season pond and stream water sampling has begun.

Table 2
BRWD Profit and Loss Budget Performance as of 31 March 2019

	Jan - Mar 19	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
414-Gain on Sale-Misc Inc.	0.00	0.00	0.00
415 - Jobbing	25,619.97	14,511.73	112,675.22
419 - Interest Income	82.96	50.36	350.00
460-RD Grant Revenue (KHS-RD Grant & Loan)	0.00	10,000.00	30,000.00
461 - Revenue Accounts	542,293.36	524,619.83	3,212,803.77
Total Income	567,996.29	549,181.92	3,355,828.99
Gross Profit	567,996.29	549,181.92	3,355,828.99
Expense			
403-Depreciation Expense	169,500.00	169,500.00	678,000.00
408 -- Taxes other than Income	13,853.60	15,000.00	60,000.00
427-Bond and Loan Interest (Long Term Liab. Interest)	214.64	0.00	0.00
427-Interest Expense	62,900.00	59,755.03	245,050.00
601 - Wages	142,637.59	159,585.25	623,750.00
603 - Trustee Fees	0.00	0.00	10,000.00
604 - Employee Pen. & Benefits	116,152.87	98,494.75	405,500.00
615 - Electricity	10,155.06	14,321.20	61,750.00
618 - Chemicals	8,153.65	1,979.75	38,600.00
620 - Materials & Supplies	28,880.28	46,186.24	213,300.00
620.7 - Postage	320.31	0.00	0.00
631 - Contr.-Engineering	679.00	3,000.00	12,000.00
632 - Contr. Accounting	12,000.00	12,000.00	63,000.00
633 - Contr. Legal	892.00	3,750.00	15,000.00
634 - Other Professional Fees	0.00	3,750.00	15,000.00
635 - Contr-Other	45,666.28	44,864.12	223,150.00
642 - Rental of Equipment	0.00	0.00	500.00
650 - Transportation	682.72	7,524.94	32,850.00
657 - Insurance - Gen. Liab.	15,918.50	15,000.00	15,000.00
658 - Insurance-Workers Comp.	5,545.60	8,750.00	35,000.00
660 - Advertising	258.50	0.00	750.00
667 - Regulatory Expense	300.00	0.00	20,000.00
675 - Misc. Expenses	3,521.06	2,750.06	11,050.00
680.00 · Uncategorized	0.00	0.00	0.00
Total Expense	638,231.66	666,211.34	2,779,250.00
Net Ordinary Income	-70,235.37	-117,029.42	576,578.99
Net Income	-70,235.37	-117,029.42	576,578.99

Table 3

BRWD Equity and Capital Improvement Performance as of 31 March 2019

Accnt #	Description	1-Mar	Amount
Capital Improvements			
105.01	Marine Construction		\$ 10,000.00
105.02	Engineering & Excavation	\$ 7,349.50	\$ 10,000.00
105.05	GIS	\$ 285.00	\$ 3,000.00
105.10	Storage Building Project (roof) treatment plant	\$ 3,277.50	\$ 5,000.00
105.22	Logan Road Water Main Replacement	\$ 2,002.50	\$ 100,000.00
105.21	Natural Resource Projects	\$ 1,360.00	\$ 45,000.00
105.50	Work in Progress - Other	\$ 13,230.26	\$ 2,000.00
Total Capital Improvements		\$ 27,504.76	\$ 175,000.00
Principal Repayments			
221.31	MBB Highland Park		\$ 32,000.00
221.32	MBB Pinkham Standpipe Rehab		\$ 5,500.00
221.33	RD Southport Interconnection		\$ 33,000.00
221.89	SRF Cape Newagen MMBB		\$ 11,000.00
221.92	RD 91-20		\$ 25,000.00
221.93	FNB Consolidation	\$ 10,462.01	\$ 11,500.00
221.95	MMBB Sea Street		\$ 13,000.00
221.97	FNB Fluoride Bond		\$ 7,700.00
221.992	FNB Line of Credit		\$ 300,000.00
221.99	RD 91-18	\$ 6,400.00	\$ 6,500.00
221.993	MMBB Consolidation		\$ 340,000.00
Total Principal Repayments		\$ 16,862.01	\$ 785,200.00
Liquid Cash, Reserve Funds & Capital Improvement			
	Petty Cash	\$ 422.49	\$ 150.00
131.3	Checking and Sweep	\$ 136,739.72	\$ 325,000.00
131.5	Unemployment Fund CD	\$ 17,262.64	\$ 10,500.00
131.9	Mt. Dora Easement	\$ 5,073.05	\$ 4,775.00
131.82	Capital Reinvestment	\$ 1.17	\$ 103,000.00
131.86	Land Acquisition	\$ 14.69	\$ 100,071.35
131.87	Southport Interconnection	\$ -	\$ 11,730.14
131.88	RD 91-18	\$ 32.13	\$ 5,987.61
131.89	RD 91-20	\$ 2,414.86	\$ 18,589.89
Total Sinking & Reserve Fund Contributions		\$ 161,960.75	\$ 579,803.99

7. **SAFETY & TRAINING UPDATE** – The manager reported that there had been no safety violations or known missed inspections during the previous period.
 - a. **Observation and Instruction to Manager by Trustee(s) Anthony and Climo** – Trustee Anthony raised a safety and legal concern with the manager concerning the use, by district staff, of cell phones while actively driving district vehicles. Trustee Anthony relayed that he had observed district personnel using cell phones while driving district vehicles while driving. Trustee Climo added “*it is violation of state law and it will simply not be tolerated*”. The manager agreed with the board and informed the board that he would conduct a safety stand down at 0700 hr. on 24 April 2019 (the next day) to remind staff that this practice is illegal and will not be tolerated.
 - b. **Human Resources (HR)** – The manager reported that during seasonal turn-on a member of the distribution division (DD) received a slight eye injury placing a seasonal meter. All proper notifications were made through Human Resources (HR) as well as the individual was medically cleared. The employee reports all is healed and had no loss in time due to the injury.
 - c. **Training Update** – Nothing new to report
8. **TREATMENT DIVISION (TD)** — The manager reported that with the start of the seasonal water system the district went back on two-filter operations on 11 April 2019. Filter train efficiency since the previous report has improved to 100% efficiency for both filter and clarifier performance. Raw water quality was “flashy” (wild swings in turbidity) as of late due to snow melt and heavy rains. That said, chemical additions remained near normal.

Finish water production had increased, but remained outpaced by that of production in 2018 for the previous period, with an average daily production increasing to 0.5373 MGD as compared to 2018 production for the same period of time equaling 0.6287 MGD.

- a. **Overhaul Vertical Turbine Raw Water Pump 1 (RWP1) & Finish Water Pump #2 (FWP2)** – No change in status
9. **DISTRIBUTION DIVISION (DD)** – The manager reported it was a “crazy seasonal start-up” with the DD slightly ahead of schedule. Typical for the time of year the job orders, mostly turn-ons, had been intense over the past few weeks. The region was coming out of hibernation.

In addition to the relentless job order rush, the DD responded to 16 DigSafe requests since the previous period.

- a. **New Building Status Report** – No change in status.
- b. **New Replacement Vehicle** - No change in status
- c. **Seasonal Start-up Update** – As of that afternoon the seasonal start-up process was approximately 90% complete.
10. **5 RIVERS REGIONAL WATER COUNCIL** – Nothing new to report
11. **LAND ACQUISITION UPDATE** – Nothing new to report
12. **ISLE OF SPRINGS (IOS)** – Nothing new to report.

13. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report
14. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – Nothing new to report
15. **AFFORDABLE HOUSING PROJECT** – Nothing new to report
16. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – Since the last report Fuller Marine has completed the repairs to the existing water main which is now tight.
17. **SQUIRREL ISLAND WATER MAIN** - *Fuller Marine* was dove the water main earlier that day with other dives scheduled for later in the week in an attempt to slow any leakage. As of the time of the manager’s report, Squirrel Island had no water and would not through the week, possibly pushing up against the 1 May deadline. The manager reported that he had been in contact with Mr. Rob Hopkins, Squirrel Island Superintendent making him aware of the situation and understanding as to the problem and timetable.
18. **INQUIRY FROM CUSTOMER NANTZ** - The manager provided all correspondence and reports provided to Ms. Nantz regarding her inquiry. The manager informed the board that he had also provided her with high ranking AT&T official who would be available to answer any further concerns. The manager did state to the board that AT&T had been very helpful and forthcoming with information regarding Ms. Nantz inquiry and that she had access to available information regarding emissions from AT&T equipment.
19. The meeting was adjourned at 1930 hr.
. *Trustee Climo motioned, Trustee Anthony second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager